

Good Shepherd



Child Development  
Center

**PARENT HANDBOOK**  
**2015-2016**

801 SE Washington Boulevard  
Bartlesville, OK 74006  
(918)- 333-1713  
[www.gspcok.org](http://www.gspcok.org)









Child Development  
Center

801 SE Washington Boulevard  
Bartlesville, OK 74006  
Ph. (918)- 333-1713  
Fax (918) 333-1729  
Email: [anita@gspcok.org](mailto:anita@gspcok.org)  
[www.gcpcok.org](http://www.gcpcok.org)

## ***Our Mission Statement***

At Good Shepherd Child Development Center we will provide early childhood education with Christian principles that provide opportunities for children to grow spiritually, cognitively, socially, physically, academically, and emotionally, through developmentally appropriate activities.

Good Shepherd Child Development Center is a Christian center. We use Orange Curriculum which gives children a first impression of their loving heavenly Father. All parts of Orange are based on one of three simple truths: God made me, God loves me, and Jesus wants to be my friend forever. We have chapel once a month which includes a bible story and songs. We pray daily to teach the children that Jesus is always with us. Our goal is for the children to see Jesus Christ as a presence in their daily lives.

**ANITA BARNES, Director**

The Child Development Center is a ministry of  
Good Shepherd Presbyterian Church

It is the declared purpose and policy of the Oklahoma Child Care Facilities Licensing Act (10 O.S. 1993 Sec. 401) to ensure maintenance of minimum standards for the care and protection of children away from their own homes, to encourage and assist the child care facility in attaining maximum standards, and to work for the development of sufficient and adequate services for child care.

An amendment to the licensing act was signed into law in the spring of 1995, requiring Preschool and Parents Day Out Programs meeting more than 15 hours per week to be licensed by the State of Oklahoma.

GOOD SHEPHERD CHILD DEVELOPMENT CENTER is a licensed facility, meeting all requirements. The centers compliance notebook is located in the office and is available to you at any time.

### **NOTICE OF NONDISCRIMINATORY POLICY**

The Good Shepherd Child Development Center admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally available to students enrolled in these programs. The programs do not discriminate on the basis of race, color, national and ethnic origin in the administration of their educational policies, scholarships, or other school administered programs.

# ***What Do We Do In School?***

- Literacy development helps youngsters build an understanding of language and literature. It includes listening, speaking, reading, and writing activities. These activities help build skills in areas such as communication, vocabulary, letter recognition, and comprehension. Story time is designed to help youngsters develop an appreciation and enjoyment of literature.
- Math activities include hands-on and real-life experiences. They also help youngsters develop awareness of numbers, geometry, patterns, measurement, and graphs.
- Manipulative activities help students improve visual perception, hand-eye coordination, as well as problem solving and social skills.
- Circle time is a group gathering during which the day's plans, ideas, and observations are shared. Circle activities are designed to stimulate youngsters' thinking, enrich their social skills, and expand their attention spans.
- Art activities help youngsters creatively express their thoughts and feelings. They help reinforce fine-motor skills and concept development in areas such as colors, shapes, and size relationships.
- Dramatic-play activities help children express themselves, practice life skills, improve social skills, increase self-esteem, build vocabulary and solve problems. And, well, dramatic play is just plain fun!
- Music activities promote youngsters' listening skills, creative expression, and social skills. In music, children can explore sound, volume, tempo, and rhythm.
- Science activities offer children many hands-on opportunities for observation, exploration, investigation, making predictions, and experimentation.



- Sand and water activities allow youngsters to experiment with textures and the properties of different substances. These activities also promote the development of other skills, such as math, science, and language.
- Block play gives children experience with many different concepts, such as shape and size discrimination, spatial relationships, number skills, balance, organization, cause and effect, and classification. Cooperative play skills, problem solving, and creativity are also promoted in block play.
- Gross-motor activities give children the opportunity to use their muscles – as well as their imaginations – as they engage in fun, healthy exercises, such as running, jumping, and climbing.
- Fine-motor activities help improve small-muscle development and hand-eye coordination. Some common items that can be used in developing skills include puzzles, laces, pegboards, and crayons.

# **General Program Information**

## ***Arrival***

Classrooms will open for all programs at **9:15 am**. Please be sure to walk your child to his/her classroom. Your child's teacher will be there to greet you and your child. You may use this time to share any special instructions concerning your child with the teacher.

Bring your child promptly by 9:15 am so late arrivals do not disrupt the other children. Good Shepherd Child Development Center is a learning facility, if you are late your child may miss circle time, art, or snack so please arrive promptly. Drop off after 11:00 am will need approval by director and or teacher.

## ***Dismissal/Receiving and Claiming Children***

Dismissal is at **2:45 pm**. Please pick your child up promptly at his/her room. The teacher will dismiss the child individually to you or those persons designated on the enrollment sheet.

An authorized dismissal form is included with your enrollment packet. Children will only be dismissed to you or the individuals named on this form. If someone other than you (or the individuals who bring your child to the Child Development Center) is to pick up your child, please inform the teacher in writing and inform your child. If this information should change during the time your child is enrolled, please notify us in writing. Also, inform those having permission to pick up your child that we will request a photo ID to verify their identity prior to releasing your child to them.

## ***Late Fees***

Parents arriving late for pick up may be required to pay a fee beyond the regular monthly fee. This fee is \$5 for the first 10 minutes late and \$1 for each minute thereafter. This fee will be due at pickup.

## **Emergency Numbers**

Parents must leave emergency telephone numbers where adult family members or responsible adult friends and your family physician may be reached. A form including this information will be filled out when your child is first enrolled. PLEASE keep this information current. You will be required to return the completed, notarized EMERGENCY TREATMENT FORM, which will be kept on file while your child is enrolled in our Program.

In the event of injury, sudden illness or poison exposure while your child is at Good Shepherd or on a program sponsored field trip, emergency first aid will be administered, and you will be notified. In the event program personnel would be unable to contact you, or the emergency is of such a nature that time does not permit such contact, your child will be transported by ambulance to the local hospital as authorized in the notarized Emergency Treatment Form, filled out upon enrollment.

## **Attendance and Health**

Regular attendance is encouraged to establish the proper attitude toward school, commitments, and to give continuity to progressive experiences. ***Please notify the Director (by phone or email) if you find your child will not be attending on his/her regular day.***

A sick child, however, belongs at home. A child must be free of fever for 24 hours without medication before returning to class. Also, a child should not be in school if he/she has a sore throat, rash or skin eruption, inflammation of the eyelids, or head lice. Any child that has been treated for head lice may not return until he/she is nit-free. While maintaining confidentiality, all parents will be notified of any infestation exposure.

Each child is observed initially and throughout the hours of the care for symptoms of an illness or poison exposure and obvious signs of infestation or physical injuries. The director has the authority to request that a child's parents be called and the child sent home if the child becomes ill while at the Child Development Center. The ill child will be separated from the other children until an authorized person is able to pick him/her up. A child with diarrhea or vomiting should not attend. Children with two instances of diarrhea or one vomiting will be sent home and may NOT return until 24 hours free of

vomiting and/or diarrhea. A child with Pink Eye can NOT return to the center until 24 hours of eye antibiotics have been given.

Please do not send medication to school with your child. Medication will NOT be administered by the teachers or director. However, if your child has **a life-threatening allergy** that requires medication be administered in a timely manner, please visit with the director .

**In most circumstances, when medication is needed, children should not be in a group setting and are likely to feel most comfortable at home.**

Please report to the director or the church office any child who develops a contagious illness or disease. While maintaining confidentiality, parents will be notified of exposure to communicable disease. You will be asked to fill out the registration form and attach immunization records which will be kept on file before your child attends the program.

## **Parent Involvement**

Parent participation and cooperation is very important to your child's school success. One of the most important and easiest ways to participate is your daily prayers for our teachers and your children. We encourage parents to visit at any time. Conferences may be scheduled by parents or teachers. Please schedule an appointment with the teacher to ensure adequate conference time and to maintain confidentiality when you need to discuss your child's progress. Three's preschool will schedule regular conferences during the fall and spring semesters.

Parents are also asked to provide snacks, transportation for field trips, sign up to provide special classroom needs, and to help with special activities. If you have a special talent or feel there is some-

## **Chapel**

Once a month the CDC children participate in a brief chapel service. This brief service includes a Bible verse, prayers, object lesson, and music. Parents are always welcome at this service. However, if you arrive late to school, please stay with your child in their classroom so the lesson isn't interrupted.

## ***Clothing***

Please send your child to school dressed in comfortable PLAY CLOTHES and shoes that are easy for your child to manage. Although we try to provide ample covering for messy activities, the clothing will be exposed to paint, water, dirt, food, etc. Each day we will be practicing gross motor development and for your child's safety, please send your child in appropriate shoes, we go up and down stairs and outside each day.

We go outside to play every day the weather permits, so be sure your child has suitable clothing and shoes for the weather each day. Please mark all outer clothing with your child's name.

We ask that you bring a bag that contains a change of clothing, which will remain at school. Please put your child's name on this bag. This bag will be sent home seasonally so your child will have a suitable change of clothes at school. The clothing bags will be kept in your child's classroom. Any other personal belongings brought to school will be kept in your child's cubby, located in their classroom. Please do not send money to school with your child. Also, please do not send personal toys to school.

## ***Snacks and Meals***

We encourage all of our students to bring HEALTHY lunches, such as a sandwich, soup, sliced meat, fruits, veggies, cheese or yogurt. These are just a few choices! If you would like to bring leftovers, each classroom has a microwave for food that may require reheating. If you choose to bring a sweet treat, such as cookies, please know that our policy is to let each child make the choice of what to eat first. We will encourage each child to eat healthy first, however it is our belief if we make a big deal of "sweet treats" children will begin to expect them regularly.

Parents will be asked to provide snacks during the months September - April. Your child's teacher will visit with you about appropriate snacks during the open house with a list of healthy snack recommendation and each month sign-up sheets will be provided outside classrooms.

## ***Celebrating Birthdays***

We make birthdays a special time for each child. You are welcome to provide treats for birthdays– small cookies or cupcakes. Talk with your child's teacher for more guidance and number of children in class. Please do not send party invitations to school.

## ***Permission for Field Trips***

Blanket permission is required for field trips away from the church property. This will be included with your enrollment packet. Notification of field trip location and drivers are sent home prior to each trip.

Transportation for field trips will be provided by parents. If a child arrives late on the day of a field trip, and the class has already left the premises, that child may remain in the CDC office with the director, or may be transported to the location of the field trip by their parent/guardian. The parent/guardian would then need to remain with the class until dismissed by the teacher.

All field trip drivers must have a completed transportation information form on file in the CDC Office. These forms will be included with your enrollment packet and should be completed and returned at the open house.

## ***Inclement Weather***

We follow the Bartlesville Public Schools decision concerning attending school during inclement weather. If the public schools are closed, we are also closed.

We may close the CDC at times when the public schools do not close if we feel our students or teachers would be endangered by trying to get to and from school. Closings will be broadcast on the local radio station or the local news channels and Facebook. Fees will not be reduced due to inclement weather, nor are we required to make up these days as are the public schools.

# ***Discipline Policy***

Discipline is not PUNISHMENT. We discipline in an effort to teach children self control and the importance of following rules developed to assure safety and an effective learning environment. We discipline in a positive caring manner with an emphasis on helping the child develop self control, self-esteem, and respect for the rights and property of others, qualities that are necessary to function in the classroom and in his/her world. Corporal punishment (spanking) is not practiced , nor permitted. Ongoing behavioral problems are dealt with in the following way:

- The child will go home for the remainder of the day.
- If the behaviors continue a Parent-Staff conference will occur and further consequences will be discussed up to and including removal from the classroom.

**Good Shepherd Staff members who have reason to believe that a child has been abused are mandated by law to promptly report the suspected abuse by contacting the county office of the Department of Human Services or the statewide toll-free Child Abuse Hot Line (1-800-522-3511).**

# ***Playground Policy***

We go outside everyday possible! Please dress your children in the proper clothing, such as shorts, coats, hats, and mittens. If the wind chill is above 32 degrees or heat index is lower than 100 degrees, we will go outside. We may only stay for part of the scheduled outside time, but we will go out.

# ***Rest Time Policy (toddlers and up)***

Each child is expected to stay on their rest mats for a period of 45 minutes each day they are here. After the 45 minutes is up, each child will have an option of a quiet activity, such as a book, puzzle or coloring sheet. Each child and their needs will be looked at individually. During naptime your child may use their security/ comfort blanket, however we do not allow the use of pillows or toys during this time.

# **Fees**

A non-refundable registration fee is charged at the time of enrollment. Fees are payable on the first class day of each month. On the 11th of the month a \$10.00 late fee will be added to all unpaid balances. There is a 10% discount for families with two or more children enrolled. Tuition remains the same amount regardless of the number of teaching and vacation days.

Monthly fees are:

1 day a week .....	\$75/month
2 days a week.....	\$150/month
3 days a week.....	\$225/month
4 days a week.....	\$300/month
5 days a week.....	\$375/month
Registration Fee*.....	\$30

\*Good Shepherd church members are exempt from the registration fee.

# **Payment Options**

**Check or Cash:** Please make checks payable to Good Shepherd. Give your payment to the Director or Assistant in the CDC office, or mail to the church office: 801 SE Washington Boulevard, Bartlesville, OK 74006, Attention: CDC.

**Online Payments:** Payments may be made via Good Shepherd's website: [www.gspcok.org](http://www.gspcok.org). You will need to set up an account using your email address.

**ACH Debit:** Reoccurring automatic payments may be set up on a monthly or bimonthly basis to be pulled directly from your account. An ACH form must be filled out and filed with the office.

# **EARLY CHILDHOOD ENRICHMENT PROGRAM**

***Five Months — Three Years Old***

Your child's class placement is determined by their age/development as of September 1st.



# ***ECE ENROLLMENT***

Members of Good Shepherd Presbyterian Church will be given enrollment preference, followed by children currently enrolled in our programs. ECE ages are 5 months to 3 years of age.

Enrollment is limited to four children in the infant class, five children in the toddler class, six children in the two's class and eight children in the three's class. Payment of the registration fee (see fee section) is required before a child will be considered enrolled.

Classes follow the public school calendar (see back cover for current year's CDC calendar). Exception: Our opening and closing dates are approximately one week later and earlier than public schools. Children are enrolled for the entire school year. If you find it necessary to withdraw your child, please let the Director know as soon as possible.

Early Childhood Enrichment requests for same day as siblings in Preschool classes will be honored whenever possible. **Requests for Teachers or specific children (not siblings) being placed in the same classroom cannot be honored.**

## ***Classes meet:***

Monday through Friday

9:15 am - 2:45 pm

# **PRESCHOOL PROGRAM**

***THREE YEAR OLDS***  
**(3 years old by Sept 1st)**



# **PRESCHOOL ENROLLMENT**

Members of Good Shepherd Presbyterian Church will be given enrollment preference, followed by children currently enrolled in our programs. A child must be three years of age before September 1 to attend the appropriate class.

The Preschool staff understands that toilet learning is a personal matter between a child and his/her family; however, with one teacher per class, it is difficult to properly supervise and teach a class while tending to diapering needs. Therefore, children enrolling in Preschool must have accomplished toilet learning prior to the beginning of the preschool year.

Enrollment is limited to eight in each class of Threes. Payment of the registration fee (see fee section) is required before a child will be considered enrolled.

Classes follow the public school calendar (see back cover for current year's CDC calendar). Children are enrolled for the entire school year. If you find it necessary to withdraw your child, please let the Director know as soon as possible.

Early Childhood Enrichment requests for same day as siblings in Preschool classes will be honored whenever possible. **Requests for Teachers or specific children (not siblings) being placed in the same classroom cannot be honored.**

## **CLASSES MEET:**

Three Year Olds:	M/T/W	9:15 - 2:45
	M/T/W/Th	9:15 - 2:45
	M/T/W/Th/F	9:15 - 2:45

# CDC STAFF

DIRECTOR:	Anita Barnes
OFFICE ASSISTANT:	Sarah Soules
INFANTS ECE:	Sarah McAfee
TODDLERS ECE:	Kretia Bliss
YOUNG TWO YEAR OLDS ECE:	Aimee Bloom
TWO YEAR OLDS ECE:	Evelyn Baginski Nadine Solenberger
THREE YEAR OLDS ECE:	Jodi Mattison
THREE YEAR OLDS PRESCHOOL:	Kaina Ridley Michelle Young Sara Herr

*All of the staff of GSCDC are required 10 hours of continuing education in early childhood each year.*

**\*\*Our staff's first responsibility is to help your child grow in a loving, Christian manner. The teachers appreciate your daily prayers for both themselves and the children\*\***

(Please sign and return page to the CDC office)

I have read and agree with the policies of Good Shepherd CDC outlined in the 2015-2016 Parent Handbook. I understand that not following these requirements may result in my child being removed from GSCDC enrollment.

---

Child's Name

---

Parent Signature

---

Date





# 2015-2016

## Important Dates

<b><u>August</u></b>	<b>14</b>	Open House
	<b>17</b>	First Day of Program
<b><u>September</u></b>	<b>7</b>	Labor Day (CDC closed)
	<b>11</b>	Parent's Night Out
<b><u>October</u></b>	<b>9</b>	Parent's Night Out
	<b>14</b>	Fall Parties (3's preschool)
	<b>15-16</b>	Fall Break (CDC closed)
	<b>30</b>	BPS Elem. Conf (CDC closed)
<b><u>November</u></b>	<b>13</b>	Parent's Night Out
	<b>16</b>	3's Conferences (3's no school)
	<b>23-27</b>	Thanksgiving Break (CDC closed)
<b><u>December</u></b>	<b>4</b>	Parent's Night Out
	<b>9</b>	Christmas Parties (3's preschool)
	<b>16</b>	Christmas Program
	<b>21 - 1/1</b>	Christmas Break (CDC closed)
<b><u>January</u></b>	<b>4</b>	School Resumes
	<b>15</b>	Parent's Night Out
	<b>18</b>	MLK Jr. Day (CDC closed)
<b><u>February</u></b>	<b>10</b>	Valentine's Parties (3's preschool)
	<b>12</b>	Parent's Night Out
<b><u>March</u></b>	<b>4</b>	Parent's Night Out
	<b>11</b>	BPS Elem. Conf (CDC closed)
	<b>14-18</b>	Spring Break (CDC closed)
	<b>23</b>	Easter Parties (3's preschool)
	<b>25</b>	Good Friday (CDC closed)
	<b>28</b>	Easter Monday (CDC closed)
<b><u>April</u></b>	<b>8</b>	Parent's Night Out
	<b>18</b>	3's Conferences (3's no school)
<b><u>May</u></b>	<b>19</b>	End of Year Performance (3's Pre) 2 pm
	<b>19</b>	Last Day of CDC

**Summer Session June 6 - July 28**

*(Dates are subject to change)*